

Retention and Classification Report

Agency: Department of Human Services. Division of Juvenile Justice Services. Office of Correctional Facilities (3242)

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Salt Lake City, UT 84103

Records Officer Theresa Oram

25881	Decker Lake Youth Center case files
25522	Financial Information Network (FI-NET) payment records
18753	Juvenile detention records
23246	Mill Creek Youth Center case files
04526	School transcripts
25882	Slate Canyon Youth Center case files
25883	Wasatch Youth Center case files

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities

SERIES: 25881

3

TITLE: Decker Lake Youth Center case files

DATES: 1983-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are files compiled on youth offenders placed in the Decker Lake Youth Center by court order for committing various crimes. Specific types of records include: court orders, subpoenas, correspondence, rap sheets, hearing minutes, incident reports, medical and academic histories, police reports, assessments, psychological and psychiatric evaluations, and treatment plans.

RETENTION:

Retain 23 years after release.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

AUTHORIZED: 09/09/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after release and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities

SERIES: 25881

TITLE: Decker Lake Youth Center case files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

Protected. UCA 63G-2-305 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities

SERIES: 25522

3

TITLE: Financial Information Network (FI-NET) payment records

DATES: 2000-

ARRANGEMENT: Alphabetical by vendor name, thereunder numerical by assigned number

ANNUAL ACCUMULATION: 4.50 cubic feet.

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

RETENTION:

Retain 7 years after the end of the fiscal year in which they were initiated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: 08/17/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after end of fiscal year in which they were initiated and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities

SERIES: 25522

TITLE: Financial Information Network (FI-NET) payment records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities

SERIES: 18753

3

TITLE: Juvenile detention records

DATES: 1970-

ARRANGEMENT: Alphabetical by client surname, thereunder chronological by closure date.

**ANNUAL ACCUMULATION:
DESCRIPTION:**

These files document detention records for youths over the age of 10 and under 21 years of age who have been placed in juvenile detention facilities for care and services. Juvenile detention records are kept for at least three years after the detainee's 18th birthday unless expungement of the record is ordered by the Juvenile Court. Records of juveniles 21 years of age or older are destroyed. Information includes name, birthdate, birthplace, court actions, criminal histories, fingerprints, education, psychological and psychiatric information, and victim information.

RETENTION:

Retain 3 years after youth reaches the age of 18 unless expungment of the record is ordered by the juvenile court.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years after youth reaches the age of 18 or until expunged by court order and then destroy.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities

SERIES: 18753

TITLE: Juvenile detention records

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency and the policy of the Division of Youth Corrections which states that juvenile detention records shall be kept for a minimum of three years after the youth's 18th birthday unless expungement of the record is otherwise ordered by the court.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities

SERIES: 23246

3

TITLE: Mill Creek Youth Center case files

DATES: 2005-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are files compiled on youth offenders placed in the Mill Creek Youth Center by court order for committing various crimes. Specific types of records include: court orders, subpoenas, correspondence, rap sheets, hearing minutes, incident reports, academic histories, police reports, assessments, psychological and psychiatric evaluations, treatment plans, and medical and dental records.

RETENTION:

Retain 23 years after release

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

AUTHORIZED: 12/18/2007

FORMAT MANAGEMENT:

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Paper: Retain in Office for 2 years after release and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities

SERIES: 23246

TITLE: Mill Creek Youth Center case files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

Protected. UCA 63G-2-305 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities

SERIES: 4526

3

TITLE: School transcripts

DATES: 1970-2005

ARRANGEMENT: Numerical by student number

ANNUAL ACCUMULATION:

DESCRIPTION:

These records document school transcripts of youths in the Division of Juvenile Justice Services' system. Information includes name, subjects, grades, social security numbers, and correspondence.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 28.

AUTHORIZED: 03/29/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the secondary historical value to researchers interested in juvenile corrections issues in Utah.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities

SERIES: 4526

TITLE: School transcripts

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities

SERIES: 25882

3

TITLE: Slate Canyon Youth Center case files

DATES: 1997-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are files compiled on youth offenders placed in the custody of the Slate Canyon Youth Center by court order for committing various crimes. Specific types of records include: court orders, subpoenas, correspondence, rap sheets, hearing minutes, incident reports, medical and academic histories, police reports, assessments, psychological and psychiatric evaluations, and treatment plans.

RETENTION:

Retain 23 years after release.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

AUTHORIZED: 09/09/2005

FORMAT MANAGEMENT:

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Paper: Retain in Office for 2 years after release and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities

SERIES: 25882

TITLE: Slate Canyon Youth Center case files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008) Medical, psychiatric, and
psychological data

Protected. UCA 63G-2-305 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities

SERIES: 25883

3

TITLE: Wasatch Youth Center case files

DATES: 1997-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are files compiled on youth offenders placed in the custody of the Wasatch Youth Center by court order for committing various crimes. Specific types of records include: court orders, subpoenas, correspondence, rap sheets, hearing minutes, incident reports, medical and educational histories, police reports, assessments, psychological and psychiatric evaluations, and treatment plans.

RETENTION:

Retain 23 years after release.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

AUTHORIZED: 09/09/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities

SERIES: 25883

TITLE: Wasatch Youth Center case files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

Protected. UCA 63G-2-305 (2008)